

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Finance Executive	Date: March 2024
Function/Department	Finance	Location: AIS
Manager Title	Finance Manager	
Position Type	Temporary	
Position Status	Full Time	

Position Objective

- Contribute to the Finance team function within AIS
- Follow department procedures including maintenance and security of financial records
- Accurately & competently coordinate and complete Accounts Payable tasks

Responsibilities

Key Responsibilities:

- Assist the staff in Professional Development registrations and all the required arrangements
- Daily Accounts Payable (AP) function which includes keying in of supplier invoices and preparation of payments to vendors
- Ensure purchases and payments adhere to Company policy
- Liaise with internal and external customer in payment related matters
- Problem solving related to 3rd party payment matters
- Monthly Vendor reconciliation
- Prepare Withholding Tax forms for foreign suppliers if required
- Assist with Fee Protection Scheme (FPS) reporting and submission
- Perform any other duties as assigned
- Assist Finance staff & other designated staff as directed by Finance Manager

It is the job holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Minimum 3 years of working experience
- Excellent communication skills – oral and written English, numeracy & analytical skills
- Preference for current bookkeeping / accounting experience / debt collection
- Excellent interpersonal skills – dealing with children, adults, staff – persons of different cultures & backgrounds
- Flexible with regards to changing duties.
- Capacity to manage several tasks simultaneously, within work deadlines

Qualifications

- Minimum of accounting diploma / degree
- Experienced & competent IT Microsoft skills - Word, Excel, databases, email and Internet

Contacts

- Students, parents, staff, vendors

Working Conditions

- Located at Lorong Chuan
- Overtime – expected of after-hours / weekend commitment is minimal, however influenced by the ability to meet deadlines and contribute positively to the timely deliverable of the Finance team's goals

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 5:30 pm, Monday to Friday**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **Pro-rated hospitalisation and sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**